




Privacy Notice (Data Protection Policy)

Centre Academy London

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1. Introduction

Centre Academy London (CA London) is a data controller (ICO Registration Number: ZA019876) and takes its data protection responsibilities seriously. The School recognises the need to protect the personal data with which it is provided and to process it legally.

This privacy notice provides detailed information to explain how CA London processes personal data and applies regardless of whether it is in paper or electronic format. Questions regarding personal data or its use should be directed to the Data Manager through the School Office.

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1.2 Legal Framework

This document considers all relevant legislation and guidance, including, but not limited to:

- Human Rights Act, 1998
- The Freedom of Information Act, 2000
- Safeguarding Vulnerable Groups Act, 2006
- The Childcare (Disqualification) Regulations, 2009
- The Education (Independent School Standards) Regulations, 2014
- Working Together to Safeguard Children, 2015
- General Data Protection Regulation (GDPR), 2018
- DfE Data Protection: toolkit for schools, 2018
- ICO Guide to the General Data Protection Regulations, 2018

1.3 Data Manager

The Head of School will be the designated Data Manager for CA London. The Data Manager will review this and other Data Policies and Procedures on an annual basis. All questions or concerns sent to the School Office about Personal Data, including Freedom of Information or Data Access requests will be forwarded to the Data Manager. The Data Manager will also be the point of contact with the ICO in the event of Data Breaches.

2. Categories of Information Held

2.1 Personal Data

CA London needs to process personal data about individuals connected to or visiting the School including prospective, current and past pupils (together with their parents or carers), staff, suppliers and contractors.

The personal data may take different forms including factual information, expressions of opinion and images or other recorded information. Examples include:

- personal information (e.g. names, contact details and gender)

- family details
- emergency contact information
- admissions, academic, disciplinary and other related records, including information about:
 - special educational needs
 - assessments and examinations
 - attendance and absences
 - references
- education, qualification and employment data
- contract information
- images, audio and video recordings
- financial information
- courses, meetings or events attended

2.2 Special Category Personal Data and Criminal Offence Data

As well as personal data, the School also needs to process special category personal data (e.g. concerning health, ethnicity or religion) and criminal records information about some individuals (particularly pupils and staff). This is done in accordance with applicable law (including with respect to safeguarding or employment) or by explicit consent.

3. Collecting Personal Data

CA London collects most of the personal data it processes directly from the individual concerned (or in the case of pupils, from their parents). In some cases, the School collects data from third parties (for example, referees, previous schools, the Disclosure and Barring Service, or professionals or authorities working with the individual) or from publicly available resources. Whilst the vast majority of information is mandatory, some may be provided on a voluntary basis. Please see section 3.3 for more information.

3.2 Purpose for Collecting Personal Data

CA London requires personal data in order to function as an Independent Special Needs School. More specifically, the School collects and uses individual data for the following reasons:

3.2.1 Selection and enrolment of new students or recruitment of new staff

3.2.2 Student learning and progress, including:

administering the curriculum; monitoring pupil progress; managing discipline; monitoring and managing student's special educational needs; provision of IT in accordance with IT policies; reporting progress internally, to parents and to regulatory bodies; administration of examination entries and publishing results; providing references for pupils

3.2.3 Pastoral care, therapeutic care, welfare and student safeguarding, including:

administering SEN provision and therapy support; monitoring pastoral targets

3.2.4 Operational management, including:

administration of invoices, fees and accounts; the management of School property; the management of security and safety (including use of CCTV and monitoring of the School's IT and communications systems); assessment of the quality of services (including enabling the monitoring of selected protected characteristics); the implementation of School's policies and procedures

3.2.5 Staff administration, development and deployment, including:

administration of sick leave, payroll, healthcare and pensions; management of the staff performance management process; management of complaints, capability or disciplinary procedures; maintenance of records for current and previous staff; providing references

3.2.6 Statutory and legal compliance, including:

submission of annual census information; preparation of information for inspectorial bodies; sharing information with relevant authorities

3.2.7 Promotion of the School, through various communication platforms include the School website and prospectus.

3.2.8 Maintenance of relationships with the wider school community by communicating with current and former pupils and/or their parents about upcoming events and activities

3.3 Lawful Basis for Data Processing

With the exception of data collected under sections 3.2.7 and 3.2.8, the personal data above is collected in order to fulfil CA London's public tasks and legal obligations (including those under parental and staff employment contracts). CA London recognises these purposes also form its legitimate interests.

Consent will be sought for data collected under sections 3.2.7 and 3.2.8. For current students, consent will be sought from parents on an annual basis. For staff and other individuals, if required, consent will be sought at the start of the contract. Should an individual wish to change their consent they can do this at any time through the School Office.

For information about the School's lawful basis for collecting Special Category Personal Data or Criminal Offence Data, please see section 2.2.

3.3.1 Keeping in Touch with Former Students

When requested, CA London keeps in touch with former students for the purpose of inviting them into school for events. If former students would like to be added to this list, or if they would like to be removed from this list, they should inform the School Office.

4. Handling and Sharing Data

Personal data held by CA London is processed by appropriate members of staff for the purposes for which the data was provided. The School takes appropriate technical and organisational steps to ensure the security of personal data. These are set out in staff Policy and Procedures documents as well as the E-safety, Internet and Laptop Policy and the Photograph, Video and CCTV Policy.

4.1 How Data is Stored

Some of CA London's systems are provided by third parties, e.g. hosted databases, school websites, the homework portal and cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with specific directions.

CA London does not store or transfer personal data outside the European Economic Area unless satisfied that the personal data will be afforded an equivalent level of protection.

4.2 Who We Share Personal Data With

As part of school business, data (including special category personal data where appropriate) is routinely shared with third parties such as:

- examination boards
- the school's professional advisors
- schools or workplaces attended after leaving CA London
- relevant authorities (e.g. Local Education Authorities, Local Safeguarding Boards, Child or Adult Social Care, Youth Services, DBS, UK Visas and Immigration, Ofsted, HM Revenue and Customs, Department for Education and Department for Work and Pensions)

For information about CA London's legal basis for sharing data please see section 3.3.

The School does not otherwise share personal data with, or sell personal data to, other organisations for their own purposes.

5. Retention Periods

CA London retains personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. Questions about the School's record retention periods for specific data should be directed to the School Office.

6. Your Rights

6.1 Access to Your Personal Data

Under data protection legislation individuals have the right to request access to their information held by CA London. They also have, in certain cases, the right to request

their data be erased, amended or to ask CA London to stop its processing. This right is subject to certain exemptions and limitations.

6.1.1 Updating Personal Data

CA London tries to ensure that all personal data is up to date and accurate. The School Office should be notified of any significant changes to important information, such as contact details, as soon as possible.

6.2 Additional Rights

Individuals also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing.
- object to decisions being taken by automated means.
- claim compensation for damages caused by a breach of the Data Protection regulations.

6.3 Data Protection Requests

If an individual has any concerns about how CA London is processing their data, would like access to their data or would like their personal data to be transferred to another person or organisation, they should contact the School Office.

Please be aware if raising concerns about the processing of data, that the School may have another lawful reason to process the personal data even without consent. This reason will either have been given in this Privacy Notice or exist as part of a contract or agreement (e.g. an employment or parent contract).

CA London will respond to requests as soon as is reasonably practicable within statutory time-limits. This is one month in the case of requests for access to information, although the School will be able to respond more quickly to smaller or more targeted requests. If the request is excessive or similar to previous requests, CA London may ask the individual to reconsider or, where Data Protection Law allows, charge a fee.

Certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege. CA London is also not required to disclose any pupil examination scripts, nor any confidential reference given by the school for the purposes of the education, training or employment of any individual.

7. Pupil Data

Rights under Data Protection legislation belong to the individual to whom the data relates. However, CA London will often rely on parental consent to process personal data



relating to students (if consent is required) unless, given the nature of the processing in question, and the student's age and understanding, it is more appropriate to rely on the student's consent. Parents should be aware that in such situations they may not be consulted, depending on the circumstances, interests of the child and the parents' legal rights and contract.

In general, although student information is always considered to belong to the student, CA London assumes that their consent is not required for ordinary disclosure of their personal data to their parents, e.g. for the purposes of keeping parents informed about activities, progress and behaviour, and in the interests of the student's welfare, unless, in the school's opinion, there is a good reason to do otherwise.

However, where a student seeks to raise concerns with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents, the School may be under an obligation to maintain confidentiality unless there is a good reason to do otherwise; for example, where the school believes disclosure will be in the best interests of the student or other students or is required by law.

Students can make subject access requests for their own personal data, provided that they have sufficient maturity to understand the request they are making. A student of any age may ask a parent or other representative to make a subject access request on their behalf. Depending on age, maturity and data requested the student's consent or authority may need to be sought by any parent making such a data access request.

8. Data Protection Concerns

Concerns about the way CA London is collecting or using personal data, concerns that the School has not complied with this policy or concerns that CA London has not acted in accordance with Data Protection Law, should be raised with the School Office.

Alternatively, the Information Commissioner's Office (ICO) can be contacted through <https://ico.org.uk/concerns/>.

8.1 Data Breaches

Steps taken in case of a data breach are set out in the School's Data Policies and Procedures.

Appendix 1: Definitions

Appendix 1.1: Data Controller

A person or organisation that determines the purposes and the means of processing personal data.

Appendix 1.2: Personal Data

Personal data is information which relates to a living individual who can be identified from that data. This may include an individual's name (including initials) or identification number, it may also include factors specific to the individual's physical, cultural or social identity.

Appendix 1.3: Special Category Personal Data

Special category data is more sensitive, so requires more protection. Special category data includes information such as an individual's race, ethnic origin, politics, religion, trade union membership, genetics, biometrics, health, sex life or sexual orientation.

Appendix 1.4: Data Processing

Processing data means obtaining, recording or holding data. It also means carrying out an operation on the data e.g. changing, using, sharing or deleting the data. This could be a manual or automated process.

Appendix 1.5: Lawful Bases for Processing

The lawful bases for processing personal data are set out in Article 6 of the GDPR. At least one must apply whenever personal data is processed.

- 1.4.1 Consent: the individual has given clear consent for their personal data to be processed for a specific purpose.
- 1.4.2 Contract: the processing is necessary for a contract with the individual.
- 1.4.3 Legal obligation: the processing is necessary to comply with the law.
- 1.4.4 Vital interests: the processing is necessary to protect someone's life.
- 1.4.5 Public task: the processing is necessary for a task in the public interest or for official functions, and the task or function has a clear basis in law.
- 1.4.6 Legitimate interests: the processing is necessary for legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Appendix 1.6: Data Breach

A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.